

# ***IMPORTANT PASSPORT AND VISA INFORMATION FOR VISITING INDIA & NEPAL***

**Cox & Kings** is pleased to provide its travelers with information and forms to obtain the necessary travel documentation for entry into India and Nepal.

A passport, valid for at least six months beyond the length of stay in India and Nepal, is required, as well as a visa, which provides for entry and exit. Indian tourist visas are stamped in passports; and, in general, the Indian and Nepalese consulates require one clean visa page (not amendment page) for the visa stamp.

If U.S. citizens need assistance in securing a new or renewal passport, or additional visa pages to your passport, please contact Express Visa Service at 1-800-794-8687, Monday - Friday, 9:00am - 5:00pm, ET. Information on current State Department requirements, forms, and fees will be provided to you at the time of your call. **NOTE:** Expedited passport processing normally takes 5-10 business days, and visa processing can only commence after passport processing is concluded. Please be sure you contact Express Visa Service for specific information in urgent situations prior to forwarding your documentation.

Requirements, forms, and fees for U.S. citizens, which are subject to change without notice, are given on the attached "VISA ORDER FORM." Travelers who are not U.S. citizens can call Express Visa Service at 1-800-794-8687 for nationality specific information and requirements.

Please use the checklist in the "Requirements are Per Person" section of the Visa Order Form to correctly identify the documentation that should be forwarded to the Express Visa Service office. Please remember to include the appropriate shipping and handling charges in your total. All passports are returned via FedEx to the address you provide in the "Return Shipping Address" section and require a signature for delivery/receipt.

Please complete all questions in block lettering on the enclosed two-page visa application form, and sign the form using blue or black ink. Please refer to the guidelines on the following page in answering all blanks on the form. Then, attach required number of photographs (as indicated on the Visa Order Form), where applicable.

Photograph guidelines: approximately 2" x 2", black and white or color, official passport-type presenting a full frontal facial view on a clear background, and should be recent enough to represent a good likeness of the passport holder. For your convenience, Express Visa Service can produce visa photos from an official passport-type photo. The fee for this service is \$15.00. If required, please indicate on the Visa Order Form and be sure to include one appropriate photo for reproduction.

Please do not send your documentation to the Express Visa Service office **more than 90 days prior** to your tour departure. The approximate processing time required to obtain your requested visa (DO NOT include shipping days to and from the EVS office):

India & Nepal: 16 business days

Please calculate the total number of days required to process your travel documentation requests (either visa alone or passport/visa together), and consider the date you forward documentation *to the Express Visa Service office* and the date you require the passport *to be returned to you prior to your tour departure*. Then indicate either "normal" or "rush" processing time/fees on the Visa Order Form for either one or two travelers.

NOTE: If you have traveled to the country(ies) indicated as requiring visa(s) in this Visa Information Brochure, please review your passport for an existing multiple-entry visa that may still be valid for the dates of this trip. Please be advised that upon receipt of your documentation package in the EVS office, EVS will initiate processing of the requested visa(s). If a visa(s) is not granted due to a pre-existing valid visa, etc., applicable consular fees may be charged, and a \$25 EVS "stop process" fee will be assessed, per passport.

Express Visa Service will not be able to provide guidance on the validity of visas without actually receiving and reviewing your passport.

**APPLICATION INSTRUCTIONS:** The following information is meant to serve as a guide in completing certain questions on your visa application form. Please complete in block lettering and answer all questions.

**INDIA: Indian tourist visas are normally valid for six (6) months from date of issuance.**

**No. 1:** Please provide your full name as it appears in your passport.

**No. 15:** If retired, please so indicate; otherwise, provide your current profession or occupation.

**No. 19:** Please write **“U. S. Passport Agency”** (if issued in the U.S.) or **“U. S. Embassy”** (if issued abroad).

**No. 21-23:** Please provide the requested information, even if parent/spouse is deceased.

**No. 24:** Please check **“TOURIST.”**

**No. 25:** Please check **“Six Months.”**

**No. 27:** If your answer is “Yes,” please contact **EXPRESS VISA SERVICE** for assistance.

**No. 28:** If your answer is “Yes,” please contact **EXPRESS VISA SERVICE** for assistance.

**No. 29:** Please write **“Tourism.”**

**No. 32:** Please write your exact date of departure from the U.S., according to your itinerary.

**No. 33:** Please write your exact date of arrival in India, according to your itinerary.

**No. 34:** Please write the name of the first city you will visit in India, according to your itinerary.

**No. 35:** If you are a U.S. citizen, please write **“N/A.”**

**No. 36a:** Please write **“Prepaid tour with Cox & Kings.”**

**No. 36b:** Please provide a personal or business reference, name and address included.

**AUTHORITY FORM:**

Please indicate your citizenship in the **(Country)** blank, provide your passport number and sign your name as it appears in your passport. Then print your passport name in block letters, and date the form.

**NEPAL: Nepalese tourist visas are normally valid for six (6) months from date of issuance.**

**No. 1:** Please provide your last and first names as they appear in your passport.

**No. 6:** Please write **“Prepaid tour with Cox & Kings.”**

**No. 7:** If retired, so indicate; otherwise, please provide your current occupation or profession.

**No. 9:** Please write **“U. S. Passport Agency”** (if issued in the U.S.) or **“U. S. Embassy”** (if issued abroad).

**No. 11:** Please write **“Tourism”** and provide the exact date of your arrivals according to your itinerary.

**No. 12:** Please write the numbers, and **check** the appropriate box indicating length of stay per entry.

**No. 13:** Please name the countries you will visit prior to your entries into Nepal, according to your itinerary.

**No. 14:** Please write **“Prepaid tour with Cox & Kings.”**

**No. 15 & 16:** Please complete, if applicable; otherwise, please write **“N/A.”**

**No. 17:** Please complete if holder of other than U.S. passport.

***DID YOU SIGN AND DATE YOUR APPLICATIONS  
And AUTHORITY FORM?***

**IMPORTANT NOTE:** When visas are required they are necessary entry documents, but they do not guarantee entry into a country. The Immigration Officer at the point of arrival will review visas and/or other documents and make a determination as to whether entry will be permitted, the purpose of entry and the length of stay.

Vaccinations are not required unless travel is through an infected area. Any country visited after India may require a vaccination. We recommend that you consult with your personal physician for his/her health recommendations for your entire trip.

In engaging the services of Express Visa Service, Inc. (“EVS”) the customer acknowledges and agrees to the following. EVS cannot and does not accept responsibility for any loss of or damage to customer’s passport, visas or other documents due to causes beyond its control or while in possession of third parties other than EVS, including but not limited to courier services, delivery services, portal services or any embassies or consulate offices, or any expenses, losses or other damages of any kind incurred by anyone as a result of any loss or of damage to such documents. Requirements for issuance of passports and visas are established by sovereign nations and are subject to change without notice. EVS cannot and does not guarantee that information it supplies on a country’s requirements is the most current and complete. Issuance of a passport or visa is a decision of the country to which application is made. Issuance of a visa does not guarantee entry into a country. EVS assumes no liability for a country’s decision to issue a passport or visa, or whether to permit entry, or for delays encountered in processing an application. The customer is responsible for verifying that the issued visa(s) will be valid as of the date(s) of his or her entry into the applicable country or countries.



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# VISA APPLICATION FORM

## EMBASSY OF INDIA Consular Wing

2536 Massachusetts Avenue, NW, Washington, DC 20008

Tel: (202) 939-9839/9806 Fax: (202) 797-4693

<http://www.indianembassy.org>

STAPLE  
TWO  
PHOTOS  
HERE

Note: This application can be used at the Embassy of India, Washington, DC or at any other Consulate Generals of India provided the applicant resides in states of Consulate's jurisdiction.

### PLEASE READ THE INSTRUCTIONS CAREFULLY BEFORE FILLING THE APPLICATION

<b>(PLEASE PRINT IN BLOCK LETTERS ONLY)</b>		<b>FOR OFFICE USE ONLY</b>	
1. FULL NAME: _____ <small>(First) (Middle) (Last)</small>			
2. LAST NAME AT BIRTH (IF DIFFERENT): _____			
3. MARITAL STATUS: Married _____ Unmarried _____			
4. IF MARRIED GIVE MAIDEN NAME: _____			
5. DATE OF BIRTH ____ / ____ / ____ <small>mm dd yyyy</small>	6. SEX: Male _____ Female _____		
7. PLACE OF BIRTH (CITY, STATE & COUNTRY): _____			
8. CURRENT NATIONALITY: _____			
9. ARE YOU A PERMANENT/LONG-TERM RESIDENT IN USA? Yes _____ No _____ If yes, please furnish photocopy of your GREEN-CARD/Long-term Visa status: _____ <small>(For Non-US passport holders only)</small>			
10. NATIONALITY AT BIRTH: _____			
11. ANY OTHER NATIONALITY HELD AT PRESENT/PAST: _____			
12. PRESENT ADDRESS: _____			
13. PHONE: (HOME) _____		(WORK) _____	
14. PERMANENT ADDRESS: _____			
15. PROFESSION: _____			
16. EMPLOYER'S NAME AND ADDRESS: _____			
17. PASSPORT NUMBER: _____		18. VALID UNTIL: _____	
19. ISSUED AT: _____		20. ISSUE DATE: _____	
21. FATHER'S/HUSBAND'S NAME: _____			
22. NATIONALITY OF FATHER/HUSBAND: _____			

23. NAME AND NATIONALITY OF MOTHER:
24. TYPE OF VISA REQUIRED ( <i>please circle</i> ): Tourist___  Business___  Student___  Entry___  Transit___  Journalist___  Conference___  Employment___  Others___
25. PERIOD OF VISA: 15 Days* ___  Six Months ___  One Year ___  Five Year ___  Ten Years ___  (*For Transit only)
26. HAVE YOU EVER VISITED INDIA BEFORE? If yes, give address where you stayed with dates or years:
27. HAS INDIAN VISA OR EXTENSION OF THE SAME EVER BEEN REFUSED TO YOU PREVIOUSLY? Yes___ No___ If yes, give details:
28. ARE YOU HOLDING A VALID "NO OBJECTION TO RETURN TO INDIA" ENDORSEMENT? Yes___ No___ If yes, give details:
29. OBJECT OF JOURNEY:
30. ARE YOU TRAVELLING ON BEHALF OF A COMPANY? Yes___ No___
31. IF YES, GIVE NAME AND ADDRESS OF COMPANY:
32. EXPECTED DATE OF DEPARTURE FROM USA:
33. EXPECTED DATE OF ARRIVAL IN INDIA:
34. PORT OF ARRIVAL IN INDIA:
35. ARE ANY CHILDREN IN YOUR PASSPORT ACCOMPANYING YOU? Yes___ No___ If yes, give details: <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span><i>Full Name</i></span> <span><i>Date of Birth</i></span> <span><i>Sex</i></span> </div> (a) _____ (b) _____
36. NAME AND ADDRESS OF TWO REFERENCES: (a) In India: _____ _____  (b) In applicant's country: _____ _____

I, \_\_\_\_\_ hereby undertake that I shall utilize my visit to India for the purpose for which the visa has been applied for and shall not, on arrival in India, try to obtain employment or set up business or extend my stay for any other purpose.

\_\_\_\_\_  
*Signature of applicant:*

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**VISA APPLICATION FORM, NEPAL**  
*(For Tourist, Official and Diplomatic Visa)*



Please check the followings if applying for tourist visa for the first time in the current year:

- Free Visa for 3 (less than) days single entry;
- \$30.00 for 60 days single entry     \$80.00 for 60 days multiple -entries

If re-applying for tourist visa within 150 days of your last visit to Nepal in the current year, check the following:

- US \$ 30.00 for 30 days single entry     30.00 for 30 days multiple entries

***All Visas can be obtained either the entry point or the Royal Nepalese Embassy abroad.  
No fee is charged for Official and Diplomatic visa.***

H. E. Ambassador/Consul General/Consul,

I wish to travel to Nepal and therefore, request for  Diplomatic  Official  Tourist Visa.

- |  |                                |
|--|--------------------------------|
| 1. Full name:  | 2. Nationality:                |
| 3. Place and date of birth:  |                                |
| 4. Permanent address:  |                                |
| 5. Phone no.:  |                                |
| 6. Temporary address in Nepal:   |                                |
| 7. Occupation:   | 8. Passport no.:               |
| 9. Date and place of issue:  | 10. Date of expiry:            |
| 11. Purpose of visit & expected date of arrival in Nepal:  |                                |
| 12. Duration of stay: <input type="checkbox"/> Days <input type="checkbox"/> Weeks <input type="checkbox"/> Months | 13. Number of previous visits: |
| 14. Year, month and duration of last visit:  |                                |

.....  
Signature of the applicant

.....  
Date:

*For official use only*

- |                       |                                       |
|-----------------------|---------------------------------------|
| 1. Type of visa:      | 2. Fees/reason for waiver, if gratis: |
| 3. Visa entry number: | 4. Date of issue:                     |
| 5. Date of expiry     | 6. Visa Sticker no.:                  |

.....  
Issuing Officer

# VISA ORDER FORM



2233 Wisconsin Ave NW, Suite 215  
 Washington, DC 20007  
 800.794.8687 fax 202.337.3019  
[www.expressvisa.com](http://www.expressvisa.com)

Please send the following documents to Express Visa Service. We recommend you use an overnight shipping service that has a package tracking system, such as FedEx, UPS, Airborne, etc. For your convenience, should you elect to use FedEx, you can [click here](#) which will take you directly to the FedEx website. Please note, whichever method of shipping you select, you are responsible for the cost of shipping your documents to *Express Visa Service*.

**REQUIREMENTS ARE PER PERSON:**

- YOUR PASSPORT**, signed and valid for 6 months beyond entry into India.
- One (1) completed and signed India visa application (enclosed).**  
 Date(s) you are entering India \_\_\_\_\_ (list ALL dates of entry). Indian tourist visas are valid for six months. It is necessary to verify that the issued visa(s) will be valid as of the date(s) of your entry into India.
- One (1) completed and signed Authorization form (enclosed).**
- One (1) completed and signed Nepal visa application (enclosed).**  
 Date(s) you are entering Nepal \_\_\_\_\_ (list ALL dates of entry). Nepalese tourist visas are valid for six months. It is necessary to verify that the issued visa(s) will be valid as of the date(s) of your entry into Nepal.
- Three (3) photos**, black and white or color, regular passport type (2" x 2"). Please staple one photo to the application, where indicated, and clip the other photo to the Indian application.
- This completed **"VISA ORDER FORM"** for one traveler or two individuals traveling together.
- Your check** made payable to Express Visa Service (see GRAND TOTAL below).

**✪RETURN SHIPPING ADDRESS: (No P.O. boxes, please)**

Date **THIS TOUR** Departs U. S.: / /

Address:	Home Phone: ( )
City: State: Zip Code:	Day Phone: ( ) Fax: ( )
Date I <b>MUST</b> have passport at above address: / /	E-mail address:

**TRAVELER 1**

Last Name:	First:	Citizen of:	Date of Birth: / /
Passport #:	Passport Expires: / /	Mother's Maiden Name:	

**TRAVELER 2**

Last Name:	First:	Citizen of:	Date of Birth: / /
Passport #:	Passport Expires: / /	Mother's Maiden Name:	

**Processing Requirements and Fees Per Person (IN U.S. DOLLARS) are subject to change without notice:**

Country	Traveler 1 (X)	Traveler 2 (X)	Normal Processing 14 or More Business Days	Rush Processing Less Than 14 Business Days	AMOUNT ENCLOSED
<b>India &amp; Nepal – U.S. citizen</b>			\$164.00	\$228.00	
<b>Photographs</b>			\$15.00	\$15.00	
<b>Emergency Passport Kit™</b> :(U.S. citizens only)			\$40.00	\$40.00	
<b>ExpressInsure™</b>			\$50.00	\$50.00	
<b>ExpressAlert™</b>			\$20.00	\$20.00	

If you need additional visa pages added in your U.S. passport, please contact Express Visa Service for current requirements and fees.

**SUB TOTAL 1: \$**

**✪SHIPPING & HANDLING** (includes shipping to our office and return shipping from our office to address indicated above)

	Normal Shipping (2-day Economy)	Rush Shipping (Overnight)	AMOUNT ENCLOSED
<b>To single street address in the continental U.S.</b>	\$14.00 per address	\$19.00 per address	
<b>To Puerto Rico, Alaska, and Hawaii</b>	\$19.00	\$24.00	
<b>To Canada or Mexico</b>	\$34.00	\$39.00	
<b>Shipping and Handling fees MUST be included for processing and delivery of travel documents.</b>	<b>SUB TOTAL 2: \$</b>		
<b>SUB TOTAL 1 PLUS SUB TOTAL 2</b>			<b>GRAND TOTAL: \$</b>